**Sample Constitution**

**Constitution of the University College Cork Craft Society**

1.0 General

 1.1 The title of this society shall be UCC Craft Society, hereafter called the Society.

 1.2 The aim of the Society is:

* To provide an outlet for students and staff to express themselves creatively through the medium of traditional craftwork in a social setting.

 1.3 The objectives of the Society are:

* To give students and staff the opportunity to learn new crafts or further develop existing craft skills.
* To share in the enjoyment of craftwork.
* To promote positive environmental awareness by recycling materials to create new craft products.
* To promote environmentally friendly self-sufficiency amongst the student population.

 1.4 There shall be one class of membership: Ordinary membership of the Society shall be available to all University students and staff

2.0 The Committee

2.1 The committee shall be elected solely from the ordinary members. It shall be composed of the following officials;

* Chairperson
* Finance Officer
* Secretary
* Public Relations Officer
* First Year Representative

The number of committee members elected shall be decided upon at the Annual General Meeting.

3.0 Election of Officials

 3.1 The method of election shall be by simple majority vote.

 3.2 Members of the committee may resign by giving one week’s written notice to the Secretary, or in the case of the Secretary, to the Chairperson.

3.3 In the case of a vacancy on the Committee due to resignation, the Committee shall have the power to co-opt any member to the Committee until the next General Meeting.

3.4 The election of the First Year Representative shall be held in the October of each academic year.

4.0 Duties of Officials

4.1 The Chairperson shall chair meetings of the Committee and any general meetings that may be held. The Chairperson has the right to co-opt any member of the Society as an assistant.

4.2 The Secretary shall maintain a record of the meetings and deal with any correspondence and other administrative duties.

 4.3 The Treasurer shall control all finances of the Society.

4.4 The Public Relations Officer will be responsible for the maintenance of the profile of the society. It will be their responsibility to maintain contact with the press and the media as well as acting host to visiting officials and guests.

4.5 The Society members shall take an active part in the Society, shall represent the Society on any outing/activity and shall represent the Society when communicating with bodies outside the Society.

5.0 Meetings

5.1 Committee meetings shall be held when deemed necessary by the Committee. At least two meetings per term shall be held. The Secretary shall give at least two days notice of any meeting.

6.0 Interpretation of the Constitution

6.1 The Chairperson shall rule on the meaning of the constitution whenever any dispute arises. This may be overruled by a simple majority vote at a general meeting.

7.0 The Societies Guild

7.1 The Societies’ Guild is the organisation of all recognised UCC Societies and the UCC Society shall operate under the rules laid down by this organisation.

7.2 The Societies’ Guild Constitution supersedes the constitution of UCC Craft Society.